

PERSON SPECIFICATION

Office and Team:	Birmingham - ER
Job Title and Grade:	Assistant Executive – Grade 4
Date:	February 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Knowledge of Employment Law – as applicable.</p> <p>Knowledge of Employment Tribunal (ET) rules of procedure and, litigation process.</p> <p>Ability to assess and advise on the prospects of success and value of ET claims.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Ability to prioritise.</p> <p>Good verbal and written communication skills, including drafting skills.</p> <p>Strong file management skills.</p> <p>Competent in the use of Microsoft Outlook and Word.</p>	<p>Knowledge of statutory duties relevant to ER.</p> <p>Knowledge of litigation process.</p> <p>Understanding of costs issues.</p>
Experience	<p>Experience of advising on and conducting ET claims.</p> <p>Experience of meeting deadlines with a minimum of supervision.</p> <p>Direct contact with clients and</p>	<p>Experience of working with electronic case management system.</p>

Specification	Essential	Desirable
	union officers.	
Relevant education/ training	<p>Proven ability in numeracy and verbal and written communication skills.</p> <p>Law degree or common Professional examination/Graduate Diploma in law or experience of equivalent standing.</p> <p>Admitted Solicitor or FILEX.</p>	
Other requirements	<p>Ability to work in a team.</p> <p>An ability to work proactively.</p> <p>An ability to empathise with clients.</p> <p>Flexibility.</p> <p>Empathy with Trade Union and Labour movement.</p>	<p>Driving licence.</p> <p>Understanding of the importance of developing and maintaining good client relationships.</p>